

Thank you for your interest in

Microsoft Imagine Academy

Students – Refer to pages 2 and 3

Employees – Refer to pages 4 and 5

Microsoft Imagine Academy for Students (@pride.hofstra.edu email address)

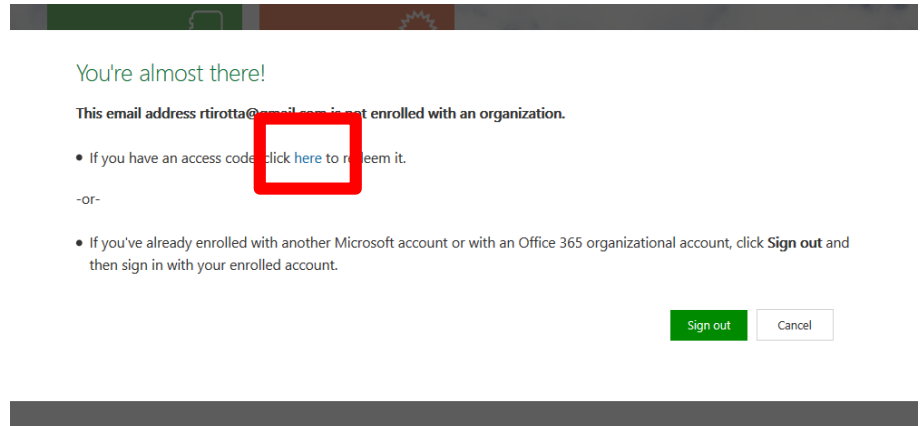
- Go to: <https://imagineacademy.microsoft.com/>
- Click **Sign In > Microsoft Account**

The image shows two overlapping screenshots of the Microsoft sign-in interface. The top screenshot displays the 'Sign in' header and the question 'How would you like to sign in?'. Two options are listed: 'Microsoft account' (highlighted with a red box) and 'Organizational account'. The bottom screenshot shows the sign-in form with fields for 'Microsoft account' (containing 'someone@example.com') and 'Password'. A 'Sign in' button is present, along with a 'Keep me signed in' checkbox. At the bottom, there are links for 'Can't access your account?' and 'Sign in with a single-use code'. The 'Sign up now' link is highlighted with a red box.

- Click **Sign up Now**

- Enter your information. Your username **MUST** be your full @pride.hofstra.edu email address. Click **Create Account**.
- It will ask you to verify your account through your @pride.hofstra.edu email address.

- It will then ask you for a code. Click on the “here” link and enter the following:
3XE7EQBBVU7YDU along with your **@pride.hofstra.edu** email address.



- It will ask you for your information again along with a unique ID. Your unique ID **MUST** be your full **@pride.hofstra.edu** email address.

Take a moment to acknowledge the following:

Your use of the Microsoft Learning website and all associated materials and services are governed by these [terms of use](#).

You agree that Microsoft may share information about your activities on Microsoft Learning services with your employer/academic institution. To learn more, about the information collected by this site, see our [privacy and cookies statement](#).

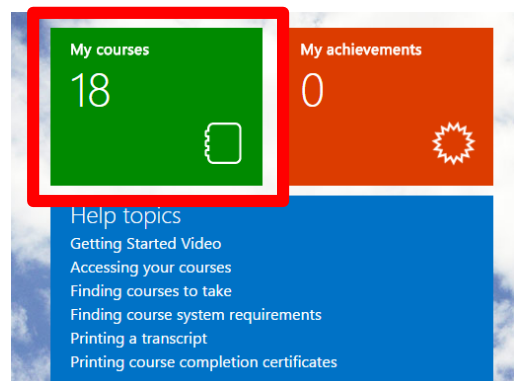
If you do not agree, do not select "I Accept" and do not access or use the site.

I Accept

Continue

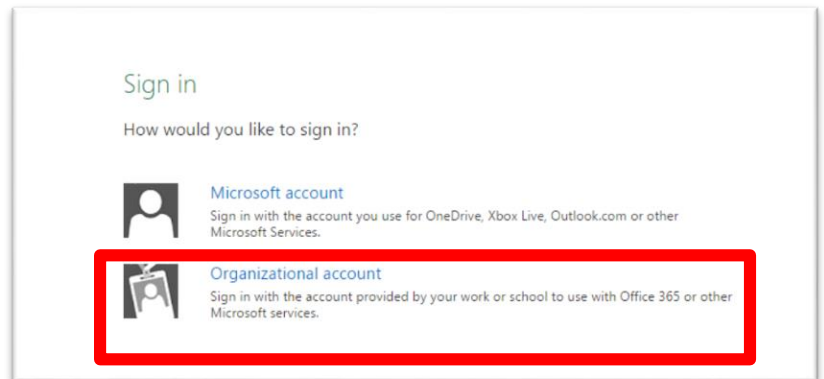
- Accept the Terms of Use by checking off the **I Accept** box and clicking **Continue**

- You can now click on “My courses” to see what is available.



Microsoft Online Learning for Employees (@hofstra.edu email address)

- For initial sign-up, go here: <http://onlinelearning.microsoft.com/subscriptionactivation>
- Click on **Sign In**.
- Click on **Organizational Account**.



- Sign in with your @hofstra.edu email address. The password is your regular Hofstra portal password.

- When prompted, use this code (make sure you eliminate any spaces in the field):

IWO546898A

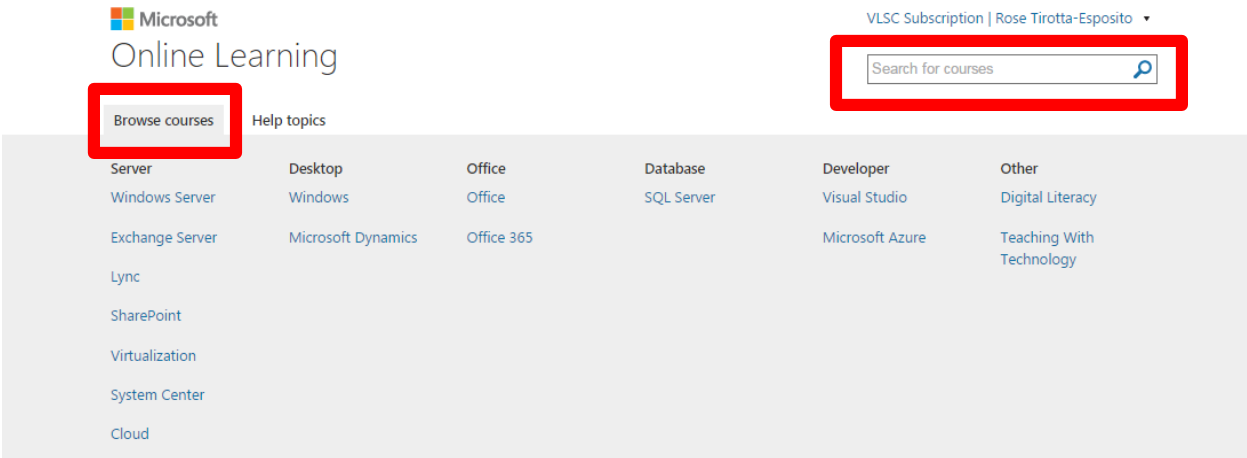
- Read and accept the Terms and Conditions by checking off “**I Accept**” and clicking **Continue**.
- You will then be asked to fill in some information to complete your profile.

The screenshot shows the Microsoft Online Learning subscription activation page. The header includes the Microsoft logo and 'Online Learning'. The main heading is 'What is your subscription code or access code?'. Below this, there is a text box for the subscription code, which contains 'IWO546898A'. There is also a text box for the email address, which contains 'rose.tirotta@hofstra.edu'. At the bottom, there are 'Submit' and 'Cancel' buttons.

The screenshot shows the Microsoft Online Learning terms and conditions page. The header includes the Microsoft logo and 'Online Learning'. The main heading is 'Take a moment to acknowledge the following:'. Below this, there is a paragraph of text: 'Your use of the Microsoft Learning website and all associated materials and services are governed by these terms of use.' There is also a paragraph of text: 'You agree that Microsoft may share information about your activities on Microsoft Learning services with your employer/academic institution. To learn more, about the information collected by this site, see our privacy and cookies statement.' At the bottom, there is a checkbox labeled 'I Accept' which is checked, and a 'Continue' button.

Click **Save**.

- From here you can go to the **Browse Courses** tab or type in the Search field to sign up for a course.



- To sign in again after the initial sign-up, use this link:

<http://onlinelearning.microsoft.com>. Credentials will stay the same.